

DRAFT MINUTES

SC Architecture Oversight Committee (AOC) Meeting
State Data Center, Room 105
July 27, 2005

AOC Members in Attendance:

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| Patricia Stephens | Department of Social Services |
| Jim Scurry | Department of Natural Resources |
| Raymond Gray | Department of Juvenile Justice |
| Khush Tata | State Board of Technical and Comprehensive Education |
| David O'Berry | Probation, Parole and Pardon Services |
| Catherine Lee | Arts Commission |
| Bob Arndt | Department of Health and Environmental Control |
| David Elwart | Department of Parks, Recreation and Tourism |
| Richard Wicker | State Housing, Finance and Development Authority |
| Jerry Brown | Department of Labor, Licensing and Regulation |
| Doug Harper | Department of Transportation |
| Steve Flowers | State Accident Fund |
| Sam Jones | Budget and Control Board |
| Rod Davis | Department of Health and Environmental Control |
| Chuck Fallaw | Division of the State Chief Information Officer |
| (Acting-Chairman) | |

Call to Order

The meeting was called to order at 2:00 pm by Mr. Chuck Fallaw.

Establish Quorum

A quorum was established.

Approve Agenda

A motion was made, seconded and passed to accept the proposed agenda for the meeting.

Approve Minutes of Last minute

No additions or corrections were made to the minutes from the last meeting. A motion was then made and passed to accept the minutes as written.

New Business

Annual Elections

Mr. Doug Drenning informed the AOC Committee that the election was complete. He provided an updated list of Representatives and Alternates that reflected the election results. The changes were reviewed and discussed. Mr. Chuck Fallaw announced that Mr. David O'Berry agreed to serve as Vice-Chair. New members were welcomed. One issue remains open which is that Mike Nivens retired and his position on the AOC as an alternate will need to be filled. A motion was made, seconded and passed to accept the election results and new members.

Domain Subcommittee Chairs

Mr. Doug Drenning informed the AOC Committee of the Domain Subcommittee changes. He provided an updated list that reflected the changes.

Discussion followed on the attendance and lack of attendance shown by some members. Mr. Chuck Fallaw agreed to prepare a letter addressed to Agency Heads addressing the attendance issue. (action item 1)

A motion was made, seconded and passed approving the new members for domain subcommittees.

Presentation of two Proposed Standards from the Enterprise Applications Domain

Mr. Jim Scurry of the Enterprise Applications Domain presented the proposed GIS discipline. The discipline was then open for discussion. Discussion followed on duplication of efforts in the State and possibility of establishing a GIS Coordinating Council. No further recommendations were made by the AOC. A motion was made, seconded and passed to accept the discipline as presented.

Mr. Jim Scurry of the Enterprise Applications Domain presented the proposed ERP discipline. The discipline was then open for discussion. A motion was made, seconded and passed to accept the discipline.

This concluded the presentation by Mr. Scurry.

Presentation of two Proposed Standards from the Systems Management Services Domain

Mr. Doug Mader of the Systems Management Services Domain presented the proposed End User Support discipline. The discipline was then open for discussion. No further recommendations were made by the AOC. A motion was made, seconded and passed to accept the discipline as presented.

Mr. Doug Mader of the Systems Management Services Domain presented the proposed Software Distribution discipline. The discipline was then open for discussion. Discussion followed with the recommendation to add "SUS" in the emerging platforms until a new baseline is established. A motion was made, seconded and passed to accept the discipline as amended. (action item 3)

IT Planning Report

Mr. Doug Drenning provided an IT Planning Application Reports which he reviewed with the Committee. Discussion followed concerning establishing a discipline for single sign on applications and training. It was determined that a single sign on discipline would be shared by the Systems Management domain and the Security domain. Mr. Chuck Fallaw asked Mr. Bob Arndt to prepare a short presentation for the next AOC meeting on SL7 software developed/used at DHEC. (action item 4)

Training Report

Mrs. Beverly Cummings gave an update on the IT Skills Training. A vendor has been contracted with to provide some of the training identified during the skills gap analysis. Discussion

followed on the types of .Net training to be provided. Beverly will check with the requestors and vendors to clarify the types of training needed and to schedule additional classes, if necessary. Beverly will provide training information by email to AOC members. (action items 5 a & b)

SCEA Website

Mr. Doug Drenning reviewed the changes that were made to the new SCEA Website and invited everyone to review it.

E-Mail Forum

Mr. Chuck Fallaw gave an update on the email forum. Discussion followed on moving agencies to the established email standard Groupwise and MS Exchange. Both email systems work with SAP. Asked for comments. DSS is currently using Lotus Notes.

Other

Mr. Chuck Fallaw asked the committee to review the established taxonomy for updating and recommend any new disciplines. (action item 6)

Mr. Doug Drenning gave an update on planned Gartner August 16, 2005 meeting.(action item 7)

Document Management

Mr. Jim Scurry stated that Debbie Lemon was working to issue an RFQ to vendors to establish a state contract for document management systems.

Action Items

1. Mr. Chuck Fallaw to draft a letter to Agency Heads to address attendance of committee members.
2. Mr. Doug Smith to work on survey to gather information to be used to provide a new inventory to establish an updated baseline.
3. Mr. Bob Arndt will prepare a short presentation on SL7 for next meeting as requested by Mr. Chuck Fallaw.
4. Mrs. Beverly Cummings to clarify the (a.) types of training and (b) provide email of training information.
5. Mr. Chuck Fallaw asked the committee to review the established taxonomy for revisions and look at new standards.

Meeting was adjourned: 3:30p.m.

The next AOC meeting: August 24, 2005, Time: 2:00 p.m. Location: 4430 Broad River Road, Rooms 105 & 106, CIO State Data Center.